

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
18-303A

OPENING DATE:
21-Jun-2018

CLOSING DATE:
3-Aug-2018

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
Command and Control Specialist, D1491000, E-1/AB - E-5/SSgt, GS-2101-09, MPCN:0089003934

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
1C331

ASVAB:
A-55, G-67

LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members and those eligible for membership of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: This position requires recurring 12 hour shifts (days, nights, weekends, and holidays).

NOTE: MUST BE ABLE TO QUALIFY FOR AFSC 1C311.

NOTE: This position requires recurring performance evaluations and closed-book examinations to maintain certifications once achieved. Failure to maintain certification once awarded is cause for termination.

NOTE: Must be able to qualify for a Top Secret clearance and not have had security clearance revoked, suspended, or denied.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to transmit instructions to aircrews and support assets to coordinate launch, recall, execution, and terminating missions in support of operational events.
2. Ability to gather information for Operational Reporting (OPREP) regarding significant events or incidents involving personnel and wing assets that require reporting to HHQ, Contingency Operations, significant peacetime events, and state emergency situations.
3. Ability to select and submit numerous mission movement reports in support of wing and HHQ tasking; provide data that is properly formatted and error free to interface with HHQ flight management systems; ability to interpret and coordinates mission changes on base and HHQ.
4. Knowledge of both domestic and international flight planning.
5. Prior to submission of flight data, ability to review and evaluate proposed flight plan for technical accuracy and compliance with appropriate directives; provide a variety of briefings to aircrews concerning safety of flight issues such as Notice to Airmen (NOTAMS), airfield advisories, weather, etc.

SPECIALIZED EXPERIENCE: Knowledge is mandatory of: Air Force organization and administration; EM the National Incident Management System (NIMS) and Air Force Incident Management System (AFIMS); C2 data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of command post for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; encode, decode; and authorization procedures used by command of assignment.

BRIEF JOB DESCRIPTION: This position is located in the 161st Goldwater/Air Refueling Wing. The unit supports wing aerial refueling missions involving USAF, AFRES, and ANG flying units involving numerous types of military and military training missions. The types of missions and aircraft supported include every type and variety of air refuelable aircraft in the Air Force inventory, including fighters, heavy aircraft, and tactical bombers. This position plays an integral part in mission scheduling, mission planning, involving aircraft and aircrews, as well as contact with aircraft during the mission. This position carries out essential duties of the wing on a 24/7 basis as the Wing Command Post, monitoring and carrying out duties involved with base wide security, emergency

aircrew recall, the base Crisis Reaction Team, and similar duties critical to the conduct of the mission assigned to the wing. Transmits instructions to aircrews and support assets to coordinate launch, recall, execution, and terminating missions in support of operational events. Maintains certification in the Emergency Action Procedures (EAP) of the Joint Chiefs of Staff (JCS), Unified Commands, Air Mobility Command (AMC), United States Strategic Command (USSTRATCOM), and National Guard Bureau (NGB). Learn and retain for instant recall and reference, a considerable body of knowledge related to EAP. In a minimum of time and without error, controllers must be able to copy, decode, validate, process and relay the message to appropriate personnel and complete checklist actions in response to any tasking received from HHQ. Establishes priority of actions based on a variety of situations, and uses judgement to resolve multiple tasking received simultaneously. Controls movement and status of the alert force, and coordinates alert force requirements with key base agencies such as Federal Aviation Administration (FAA) tower, Central Security Control (CSC), Maintenance Operations Center (MOC), and Fire Department. Serves as the key point of contact on all matters concerning crews, aircraft, the alert facility, Crisis Action Team (CAT), and the Command Post. Provides a variety of briefings to the CAT and the alert force. Responds to numerous quick response situations initiating Quick Reaction Checklists (QRCs). Executes and supports all aspects of Tanker Strategic Aircraft Reconstitution Team (TSART) procedures. Utilizes a variety of communications security (COMSEC) documents in accomplishing the mission. Utilizes numerous voice and record communications systems as the primary link between the Wing Commander, CAT and HHQ to accomplish command and control duties and responsibilities. Advises the commander of recommended command and control actions during operational events. Accomplishes recall of the CAT and wing personnel as directed by the commander or HHQ.

SELECTING OFFICIAL: CMSgt Jarrod A. Drevalas; e-mail: jarrod.a.drevalas.mil@mail.mil
